

# **FIRE FIGHTERS’ AND POLICE OFFICERS’**

## **CIVIL SERVICE COMMISSION**

### **CITY OF HOUSTON**

## **SOURCE MATERIAL LIST FOR**

### **2014 PROMOTIONAL EXAMINATION**

### **Assistant Arson Investigator**

#### **HOUSTON FIRE DEPARTMENT**

The 2014 promotional examination for **ASSISTANT ARSON INVESTIGATOR, HOUSTON FIRE DEPARTMENT**, will be written from the following sources:

**THE EFFECTIVE PUBLIC MANAGER: ACHIEVING SUCCESS IN GOVERNMENT ORGANIZATIONS**, 5th Edition; Copyright 2013. **STUDY ONLY CHAPTERS: 1, 2, 4, 5, 6, 8 and 10.** By: Steven Cohen, William Eimicke, Tanya Heikkila. ISBN: 1118555937 / ISBN-13: 9781118555934, Jossey-Bass, One Montgomery Street, Suite 1200, San Francisco, CA 94104-4594. (800) 956-7739. Cost: \$70.00 plus &6.00 shipping and handling. Books are shipped UPS ground next day. May take 4-5 business days to receive. Also available at <http://www.barnesandnoble.com> and [www.amazon.com](http://www.amazon.com) .

**LEADER-MANAGERS IN THE PUBLIC SECTOR MANAGING FOR RESULTS**, Copyright 2010. **STUDY ONLY CHAPTERS: 1, 2, 3, 4, 5, 6, 7, and 8.** By: Michael S. Dukakis and John Portz, ISBN: 978-0765621429, Published by: M. E. Sharpe, Inc., 80 Business Park Drive, Armonk, New York 10504. (800) 541-6563. Cost: \$36.95 plus 7% of the cost for shipping. The book will ship within 48 hours after order is made. Books can be purchased on-line at [www.mesharp.com](http://www.mesharp.com) and [www.amazon.com](http://www.amazon.com) .

**SCIENTIFIC PROTOCOLS FOR FIRE INVESTIGATION**, Copyright 2013, 2<sup>ND</sup> Edition. **STUDY ONLY CHAPTERS: 1, 2, 3, 4, 5, 6, 8, 9, and 10.** By: John J. Lentini, ISBN: 978-1439875988, CRC Press, 6000 Broken Sound Park, NW Suite 300, Boca Raton, FL 33487. (800) 272-7737. Cost: \$159.95 plus \$5.99 for shipping. The book will be shipped 1-2 days after order is placed. Order on-line at [www.crcpress.com](http://www.crcpress.com) . Shipping is free when ordered on-line.

**THE FOLLOWING HOUSTON FIRE DEPARTMENT GUIDELINES** are included in the study material:

#### **VOLUME I - ADMINISTRATION**

I – 01	10.00 UNIFORM REGULATIONS AND PERSONAL APPEARANCE	DATED 04-01-12
I – 01	RULES AND REGULATIONS	DATED 08-01-12
I – 04	COMPLAINTS	DATED 08-01-12
I – 06	DRUG DETECTION AND DETERRENCE	DATED 08-01-05
I – 13	EXTRA EMPLOYMENT	DATED 08-01-05
I – 16	MOTOR VEHICLE ACCIDENTS	DATED 08-01-05
I – 19	GRIEVANCES (CLASSIFIED MEMBERS)	DATED 09-19-11
I – 22	LEAVES AND ABSENCES	DATED 01-07-14
I – 25	OCCUPATIONAL WELLNESS PROGRAM	DATED 11-01-06
I – 27	PERSONNEL FILES	DATED 08-01-05
I – 30	COACHING AND COUNSELING AND MOTIVATING	DATED 08-01-05
I – 33	INTERNET/INTRANET GUIDELINES	DATED 08-01-05
I – 35	CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION	DATED 08-01-05
I – 36	HFD HOME STORAGE VEHICLE GUIDELINE	DATED 08-01-05
I – 41	HED CELLULAR PHONES	DATED 01-01-08
I – 45	CREATING & UPDATING GUIDELINES & PROCEDURES	DATED 09-01-10

The 2014 promotional examination for **ASSISTANT ARSON INVESTIGATOR, HOUSTON FIRE DEPARTMENT**, will be written from the following sources: (continued)

**VOLUME IV – FIRE & ARSON INVESTIGATION**

**IV – 01 FIRE & ARSON INVESTIGATION DIVISION GUIDELINES**

**ADMINISTRATIVE PROCEDURES AND EXECUTIVE ORDERS**

AP 2-2	MOTOR VEHICLE ASSIGNMENT AND USE	DATED 12-04-12
EO 1-18	POLICY ON USE OF SOCIAL MEDIA	DATED 01-04-11
EO 1-39	ESTABLISHMENT OF OFFICE OF INSPECTOR GENERAL FOR INVESTIGATION OF EMPLOYEE MISCONDUCT	DATED 03-01-11
EO-1-50	WORKPLACE DISCRIMINATION AND HARASSMENT	DATED 04-06-12

**HOUSTON FIRE DEPARTMENT ACCOUNTABILITY MANUAL**

**PLEASE NOTE:** Only the portions of the sources identified above will be included in the examination. Omit any chapter/ section/ portion of the sources that are NOT specifically listed as “STUDY ONLY THE FOLLOWING.” For example, omit the glossaries of all textbooks (as no glossary is listed as a portion of any source to study for this exam). However, information contained in tables, graphs, pictures, highlights, etc. within the chapters/ section/ portion of the sources listed for study in this announcement may be included in the examination. The examination will only cover the portions of the sources explicitly listed for you to study.

**THE HOUSTON FIRE DEPARTMENT GUIDELINES FOR THE 2014 ASSISTANT ARSON INVESTIGATOR EXAMINATION** are available as a package from the Houston Fire Department, at the Quartermaster, in the Logistics Building, Room 102, 1205 Dart Street, Houston, Texas, 77007. The cost per package is **\$10.00** with no charge for the Informational Testing Guide. (Picture I.D. is required and the package must be picked up in person). **PLEASE NOTE: Employees who will be eligible and who are interested in taking the examination should obtain the above books promptly in case a supply shortage should occur later in the year. Only the publishers’ prices for the above books are listed. Prices may vary if books are obtained from any other sources. QUESTIONS FOR THIS PROMOTIONAL EXAMINATION WILL BE TAKEN SOLELY FROM THE MATERIALS LISTED IN THIS ANNOUNCEMENT. IF RESOURCE MATERIALS ARE OBTAINED THROUGH ANY SOURCE OTHER THAN THE QUARTERMASTER AS SPECIFIED HEREIN, (E.G., INTERNET, ETC.), ANY DISCREPANCY IN THE MATERIALS OBTAINED THROUGH ANOTHER SOURCE WILL NOT BE ALLOWED TO SUPPORT A CHALLENGE TO AN EXAM QUESTION BASED ON SUCH DISCREPANCY, IN WHOLE OR IN PART.**

<b>ORIENTATION:</b>	Classified Testing will coordinate with HFD to host a least one testing orientation prior to the examination.
<b>DATE AND TIME OF EXAMINATION:</b>	The examination will be given at <b>9:00 a.m. on Wednesday, May 14, 2014 at the E.B. Cape Center, Room 111-112, 4501 Leeland, Houston, TX 77023.</b>
<b>DATE OF ANNOUNCEMENT:</b>	January 29, 2014

Assistant Arson Investigator 2014 - STUDY AID

**Applicant Instructions:** This matrix is presented ONLY as a **study aid** to assist you in your preparation for the written job knowledge promotional examination for Assistant Arson Investigator with the Houston Fire Department. The top five job tasks (1-5) performed by AAs are listed on the left hand side of the page, and each Source Material is listed by title (only) on the top of this document (A-F). To identify what to study from any particular source and how to apply what you study to the test, follow down the sheet to read what portions/ chapters of the source are related to each critical job task. For example, as you study Source A think about how Chapter 2 might help you "Supervise investigative work" as an AA. **Please note examination questions may NOT be verbatim from the sources and will not be answerable by rote memorization.** Correctly answering examination questions will require you to synthesize the facts and information presented in these sources to answer questions similar to those faced by an AA performing these critical job tasks.

		Study Source A	Study Source B	Study Source C	Study Source D	Study Source E	Study Source F
	<b>To inform your performance of the 5 primary Job Tasks listed below:</b>	<u>Effective Public Manager</u>	<u>Leader-Managers in Public Sector</u>	<u>Scientific Protocols for Fire Investigation</u>	<u>HFD Guidelines Volumes I and IV</u>	<u>Administrative Procedure 2-2 and Executive Orders</u>	<u>HFD Accountability Manual</u>
1	Plans, supervises, and participates in the investigative work and administration of the arson division.	Chapters 1, 2, 4, 5, 6, 8, 10	Chapters 1-8	Chapters 2-6, 8-10	I-01, I-16, I-22, I-30, I-33, I-35, I-36, I-45, Vol. IV	AP 2-2, EO 1-39, EO 1-50	Accountability Manual
2	Coordinates on-scene investigation efforts of multiple alarm fires or fires involving fatalities, including ensuring safety and guideline adherence, expediting tasks, and acquiring resources.		Chapters 5, 7	Chapters 1, 2, 4, 6, 10	Vol. IV		Accountability Manual
3	Establishes and assigns work priorities, projects, and programs.	Chapters 4, 5	Chapters 2-8	Chapters 2-5, 6, 8-10	I-22, I-25, I-27, I-30, I-41, I-45, Vol. IV	AP 2-2	Accountability Manual
4	Monitors flow of activity, detects patterns and issues, and coordinates with members to resolve problems.	Chapters 2, 10	Chapters 3, 4	Chapters 8-10	I-04, I-06, I-19, I-22, I-30, Vol. IV	AP 2-2, EO 1-18	Accountability Manual
5	Reviews and evaluates work products, methods, procedures, and performance of the arson division for quality assurance.	Chapters 1, 6	Chapters 2-8	Chapters 2-6, 8-10	I-04, I-13, I-16, I-19, I-35, Vol. IV	AP 2-2, EO 1-39, EO 1-50	Accountability Manual
	<b>Estimated number of questions on the Examination from this source:</b>	16	23	25	25	8	3